Patient Accounting and Reporting Real-Time Tracking System (PARRTS), Version 2.5
Quick Reference Guide

1. Logon Procedure

You must have a user account to logon to PARRTS. Once you receive an account, perform this procedure to logon:

1. Open your web browser and go to www.pasba.amedd.army.mil.
2. From the PASBA website home page, click the Login button located on the top vertical text menu. The system prompts for your login ID and password.
3. Type your login ID in the User Name field. Press the Tab key.
4. Type your password in the Password field.
5. Click the OK button or press Enter. The PASBA restricted website home page displays.
6. From the PASBA restricted website home page, click the PARRTS button on the left-most section of the window. A second-level menu page displays.
7. From the second-level page, click one of the following buttons:
   - To add, view, and update patient records, click the PARRTS Data Management button. The Operation/Event window displays.
   - To view and print PARRTS reports, click the PARRTS Reports button. The reports main menu displays.

2. Navigation

Breadcrumbs are used, which are links at the upper-left corner of each page. These links keep track of where you were, and where you are. You can navigate the entire Data Management application by using these links.

3. Creating a New Patient Record

To create a new patient record in PARRTS:

1. Log on to the PASBA web site and select the button for the PARRTS Data Management.
2. Click 'Add new patient'
3. Type in SSN, or click 'Psuedo SSN' to generate a psuedo SSN, and click 'Continue'

4. If there is a match, select the matching patient. If no match, complete the following fields:

Field	Description
FMP Level:	The Family Member Prefix (FMP) identifies the relationship of the patient to the military sponsor.
Last Name:	The patient's last name.
First Name:	The patient's first name.
Gender:	The patient's gender.
Date of Birth	The patient's date of birth.

4. Creating a New Episode Record

To Add a new Episode:

1. Search for the patient the episode is associated with.
2. Select patient from list—click on Patient Name. If patient is not found you may want to add patient as a new patient (see Creating a New Patient Record)
3. You will then see a list of episodes that exist for the selected patient. If there are no episodes then you will see 0 episodes listed. Click the 'Add New Episode' link at the top of the page.
4. Fill in the following values:

Field	Description
IP/OP	If episode is inpatient or outpatient
Pat Cat:	The category to which the patient belongs.
Grade:	The patient's current military pay grade.
VIP	Check this box if the patient is considered a very important person or special interest person.
SI/VSI	Indicate the medical condition of the patient by selecting S for Seriously Ill or V for Very Seriously Ill from the pull down list. The SI/VSI field does not display for outpatients.

Field	Description
Enabling Care	Indicate whether enabling care is required by clicking the boxes that define the type of enabling care. For a definition of enabling care, refer to MEDCOM Regulation 40-7.
VIP Title:	If the patient is considered a very important person, type the patient's title.
POC Name/Phone:	The name and phone number of the patient's point of contact or the person that can provide additional information on the patient.
Hosp Register No:	The patient's hospital register number. The Hosp Register No field does not display for outpatients.
Adm Date: or Treatment Date:	The date the patient is admitted or treated at the MTF. Adm Date displays for inpatients. Treatment Date displays for outpatients.
Adm Diag: or Diag:	The description of the patient's principal diagnosis at the time of admission. You can type the diagnosis in the field or click the ICD9 button to select the code from a list.
Civ Hosp Name:	The name of the civilian hospital to which the patient is transferred or moved (if applicable). The Civ Hosp Name field does not display for outpatients.
Unit	The name of the patient's Company, Battalion, Brigade, Division, and Base to which they are assigned.
Type Case:	Select the patient's type case from the pull down list.
MOS	The patient's primary military occupational skill.
Source of Admission:	The source of admission for this patient. The Source of Admission field does not display for outpatients.
Injury Date:	The date on which the patient's injury occurred.
Conv Leave Return Date	The date the patient is expected to return from convalescent leave.
Disposition Date:	The disposition date for the patient. The Disposition Date field does not display for outpatients.
Disp Type:	A description of the disposition for the patient.

Field	Description
MTF Trf To:	The medical treatment facility to which the patient is transferred or moved.

Adding Comments

To add a comment:

1. The Add Comment link is at the bottom of the Add or Edit Episode page. Click this link to bring up the Add Comment popup box.
2. Select the date of the comment entry by clicking on the calendar icon and selecting the date, or type the date in using the MM/DD/YYYY format.
3. Type the comments in the space below the Comment Date
4. Click the Add Comment button. The new comment will then be listed with the rest of the comments at the bottom of the Episode form.

Deleting Comments

To delete a comment, click the trash can 🗑 link next to the comment you want delete.

Using the Cancel Button

To return to the previous screen without saving changes, click the Cancel button on the Episode edit page.

5. Updating an Episode Record

To edit an existing Episode Record:

1. Search for a patient.
2. Select patient from list—click on Patient Name. If patient is not found you may want to add patient as a new patient (see Creating a New Patient Record)
3. You will then see a list of episodes that exist for the selected patient. If there are no episodes then you will see 0 episodes listed. Click the Episode Date of the episode you wish to edit.
4. Fill in the same values as in Adding a New Episode.

Using Patient Search

The first page in the Data Management Module, where you add and edit episodes, is the Patient Search screen. This is the starting point for all activities. You must find a specific patient before going forward. You can search for a patient using any of the following criteria:

- Social Security Number (SSN)
- Last Name
- First Name
- Register number
- Operation
- Event
- Admitting DMIS/MTF

5. Generating Reports

To access the PARRTS reports module, logon to the PARRTS application and select the option for the PARRTS Reports.

Multi-Functional Report

To create a report, select the criteria you want reported from the options on the screen and click the Run Data Report button. The criteria includes:

- Operation: select the Operation from the Operation pull down list. Select All to report on all operations.
- Events: an Event pull down displays when you select a specific Operation. Select All to report on all Events associated with the selected Operation.
- Patient Type: select the patient type from the Patient Type pull down list. Choose from inpatient, outpatient, or both.
- DMIS Code: select the facility by clicking the DMIS Code button. The default is all facilities.
- Enabling Care: select the category of Enabling Care you want reported or choose All Enabling Care Patients to report on all Enabling Care patients. If you select Amputee, additional options display that allows you to select the cause of the Amputation.
- VSI/SI: select VSI/SI category that you want reported.
- DIS/INJ/BC: select the type case you want reported (disease, injury or battle casualty).

- VIPs: select this option to report on VIPs.
- Deaths: select this option to report on deaths.
- AMEDD Personnel: select this box if you want to report AMEDD personnel only (based on the patient's MOS)
- Inpatient Status: select the patient category you want reported. Choose from All Patients, Current Patients Only, or Discharged Patients Only.
- Military Service: select the branch of military service you want reported from the pull down list.
- Adm Date: select the date range you want reported. The date range is optional.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

Patient History Report

To view the Patient History Report:

1. Select Patient Search report
2. Type or select the search criteria for the patient record(s) you want to report on. Optionally, you can specify:
   - Admitting DMIS
   - Register number
   - Social Security Number (SSN)
   - First Name
   - Last Name
3. Click the Run Patient Search Report button. A list of patient records that match the search criteria displays.
4. Click the Hx icon next to the record you want to view. The Patient History Report displays.
5. Click the EL icon next to the patient record to view a list of episodes for that patient.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

Episode Report

The Episode Report can be run from the Update Patient Records window or from the Patient Search Results window. To view the Episode Report:

1. From the Patient Search window on the Operation/Event selection screen or on the Reports main menu, type or select the search criteria for the patient record(s) you want to report on.
2. Click the Submit button. A list of patient records that match the search criteria displays.
3. Click the ER icon next to the record you want to view. The Episode Report displays.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

Statistics Report

To run the Statistics Report:

1. From the Other Report window, select the Operation from the Operation pull down.
2. If applicable, select the event associated with the Operation from the Event pull down list.
3. Click the Run Statistics Report button. The report displays on the screen.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

Patient Report

To run the Patient Report:

1. From the Other Report window, select the Operation from the Operation pull down.
2. If applicable, select the event associated with the Operation from the Event pull down list.
3. Click the Run Patient Report button. The report displays on the screen.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

6. Logout Procedure

To exit from PARRTS:

1. Click the Logout button on the left side of the screen.
2. Close your browser by clicking the Close button or by clicking the X in the upper right corner of the browser.